

Manage published media in Content Hubs

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 This article is designated for all users.

About

After media has been published, you can manage its publish locations, change its publishing status, view publishing activity in external applications, and troubleshoot publishing restrictions.

If you haven't published media yet, see our article [Publish media in Content Hubs](#).

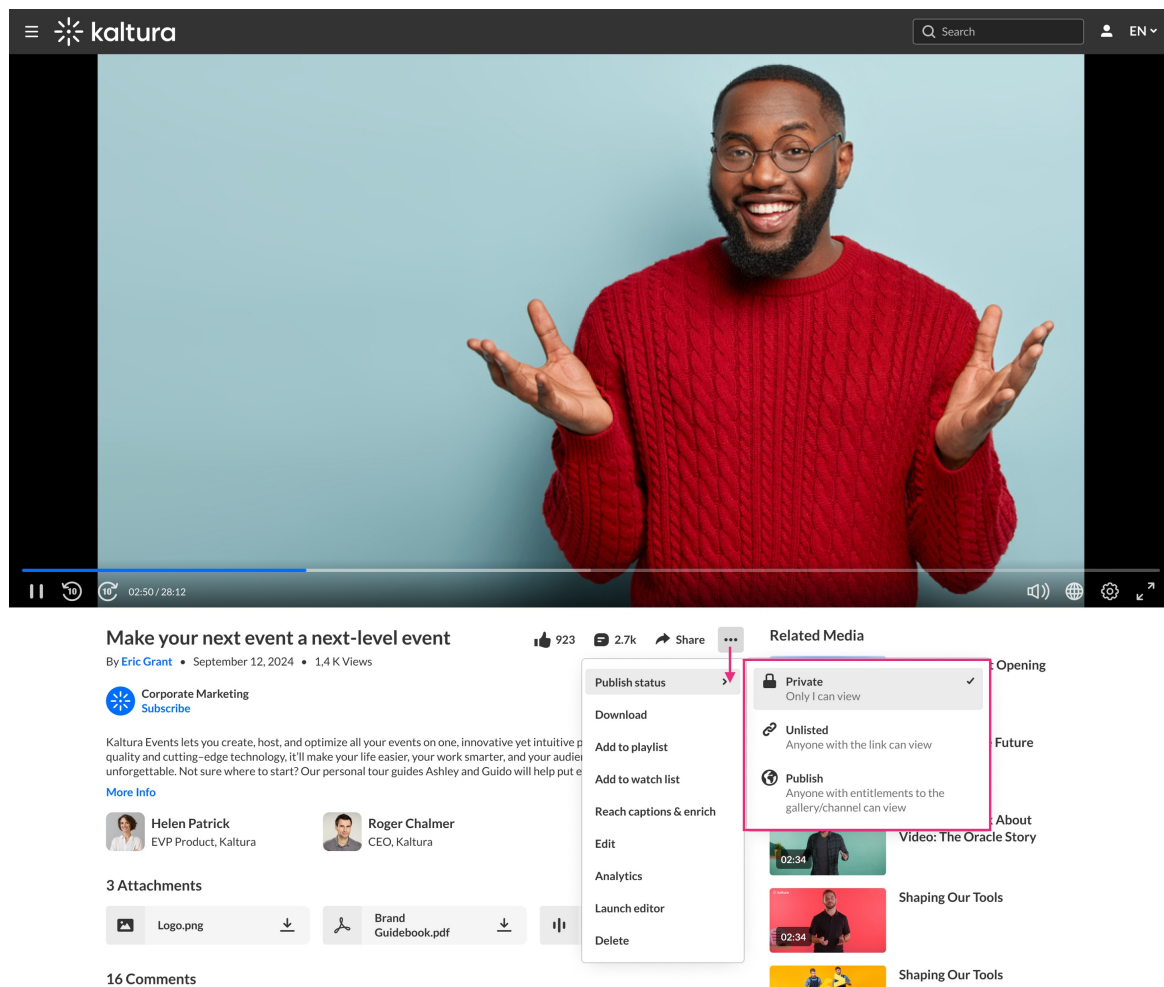


You need to be the media owner or co-publisher to manage publishing status.

Open the Publish status menu

From the media page

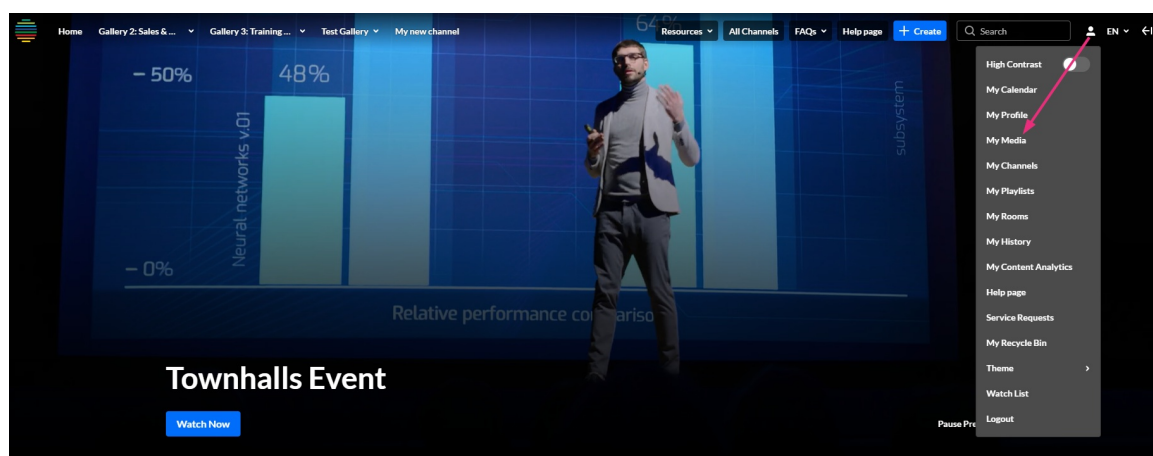
1. Navigate to the desired [media page](#).
2. Click the **three-dot menu** under the player and select **Publish status**.



The Publish status menu displays.

From My Media

1. Select **My Media** from the user menu.



The My Media page displays.

☐ 41 Results found

Clear all filters

Sort by

☒ Relevance
☐ Creation date
☐ Update date
☐ A to Z
☐ Views
☐ Plays
☐ Likes
☐ Comments
☐ Webcast start date
☐ Webcast end date

Media type

☐ All media
☒ Video
☒ Quiz
☐ Audio
☒ Room
☐ Image
☐ Webcastine events

11:38

Enterprise customer tell their story

In this captivating collection, we bring you the powerful narratives of esteemed enterprise customers who have journeyed through the crucible of challenges and emerged as trailblazers of innovation and success...

VOD • Owner • 1,4 K Plays • Published

[Explore](#)

23:05

Digital transformation: empowering enterprises for a new era

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture...

Audio • Co-publisher • 124 Plays • Unlisted

[Explore](#)

06:38

Navigating cybersecurity challenges: strategies for enterprises in a hyperconnec...

From understanding the significance of customer feedback to implementing result-oriented customer service initiatives, this comprehensive guide empowers enterprises to create a customer-centric culture...

Quiz • Co-editor • 321 Plays • Published

[Explore](#)

LIVE

People first approach: building a resilient workforce in enterprise environments

Step into the realm of enlightened leadership, where companies recognize that a resilient and engaged workforce is the cornerstone of innovation, productivity, and sustainable growth. By nurturing a culture...

Image • Group co-publisher, Owner • 0 Views • Private

[Explore](#)

Corporate marketing: key objectives

This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts

Media type

- ☐ All media
- ☒ Video
- ☒ Quiz
- ☐ Audio
- ☒ Room
- ☐ Image
- ☐ Webcasting events



Navigating cybersecurity challenges: strategies for enterprises in a hyperconne...

From understanding the significance of customer feedback to implementing result-oriented service initiatives, this comprehensive guide empowers enterprises to create a customer

Quiz • Co-editor • 321 Plays •

Edit

Publish status

Add to playlist

Analytics

Delete



People first approach: building...

Step into the realm of enlightened leadership where the workforce is the cornerstone of innovation.

Image • Group co-publisher, Owner

Private
Only I can watch

Unlisted
Anyone with the link can watch

Change publish locations ✓
Anyone entitled to the published destination can watch



Corporate marketing: key objectives

This narrative provides a comprehensive view of the fundamental objectives that guide marketing efforts

- **Private** - Only I can view
- **Unlisted** - Anyone with the link can view
- **Change publish locations** - Manage the channels and galleries where the media is published.

-  **Private**
Only I can view
-  **Unlisted**
Anyone with the link can view
-  **Change publish locations**
Anyone with entitlements to the gallery/channel can view ✓

Media is published to external application

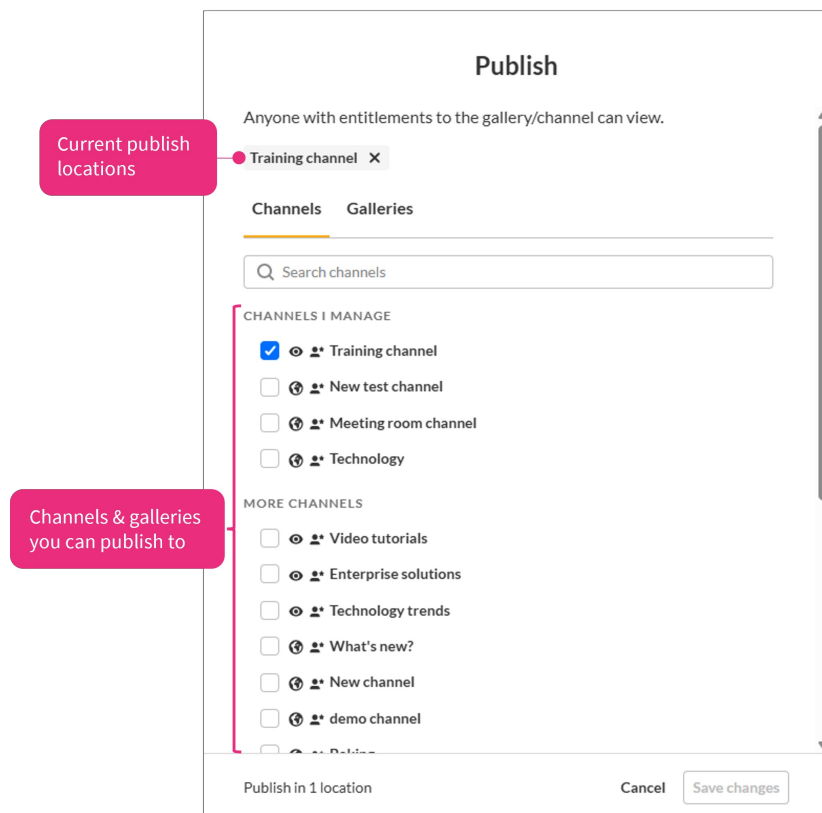
Manage publish locations

Click **Change publish locations** to manage the channels and galleries where the media is published.



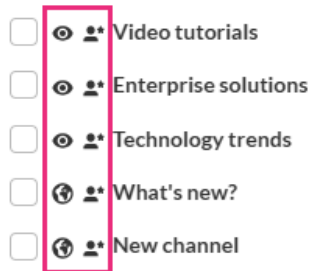
If this option is unavailable, see [Why is Publish unavailable?](#)

The Publish window opens. The current publish locations appear at the top, and the **Channels** and **Galleries** tabs appear below.



Each channel or gallery includes:

- a **category icon** indicating its type.
- a **privacy icon** indicating its privacy setting.



Hover over either icon to view additional information.

If you have permission to publish to a sub-gallery but not its parent gallery, the parent gallery appears with a grayed-out checkbox.



To learn about privacy settings of channels, visit our article [Understanding channels](#). For privacy settings of galleries, check out [Understanding galleries](#).

To update publish locations:

1. Select or clear a checkbox to add or remove a publish location. The list at the top updates automatically.
2. Click **Save changes**.

Things to know

The following behaviors apply when changing a media item's publishing status or publish locations.

Changing to Private or Unlisted

Changing media to Private or Unlisted removes it from all published locations, including locations you cannot access. You'll be asked to confirm this before it's applied.

Restricted categories

If the media is published to a category that you can view but can't publish to (for example, a restricted channel where you lack manager permissions), you can remove it by clicking the 'x' and then saving.



After saving, the category is removed from the list because only locations you have

permission to publish to are displayed.

Publish

Anyone with entitlements to the gallery/channel can view.

Onboarding  Getting started 

Channels Galleries

 Search galleries

- ☐  Customer live demos
- ☐  Corp marketing
- ☒  Onboarding
- ☐  Company townhalls
- ☒  Customer live
- ☐  Roadmap sessions & product launches
- ☐  Products walkthrough videos
- ☒  Getting started
- ☐  HR
- ☐  Academy

Publish in 2 locations

[Cancel](#)

[Save changes](#)

Private locations

If the media is published to locations you cannot access, the message *Media is published to a private location* displays. This includes published, pending, and rejected locations that you do not have permission to access.

Manage publishing exceptions

If media is pending moderation or has been rejected in one or more channels or galleries, an alert appears. Click **See list** to open the **Exceptions** tab.

Publish

Anyone with entitlements to the gallery/channel can view.

Corporate marketing X Marketing X Getting started X +2

Channels Galleries Exceptions

Media is pending/rejected in 2 channels. [See list](#) X

Search channels

CHANNELS I MANAGE

☐ Customer live demos

☒ Corp marketing

☒ Onboarding

☐ Company townhalls

MORE CHANNELS

☒ Products walkthrough videos

☐ Products walkthrough videos

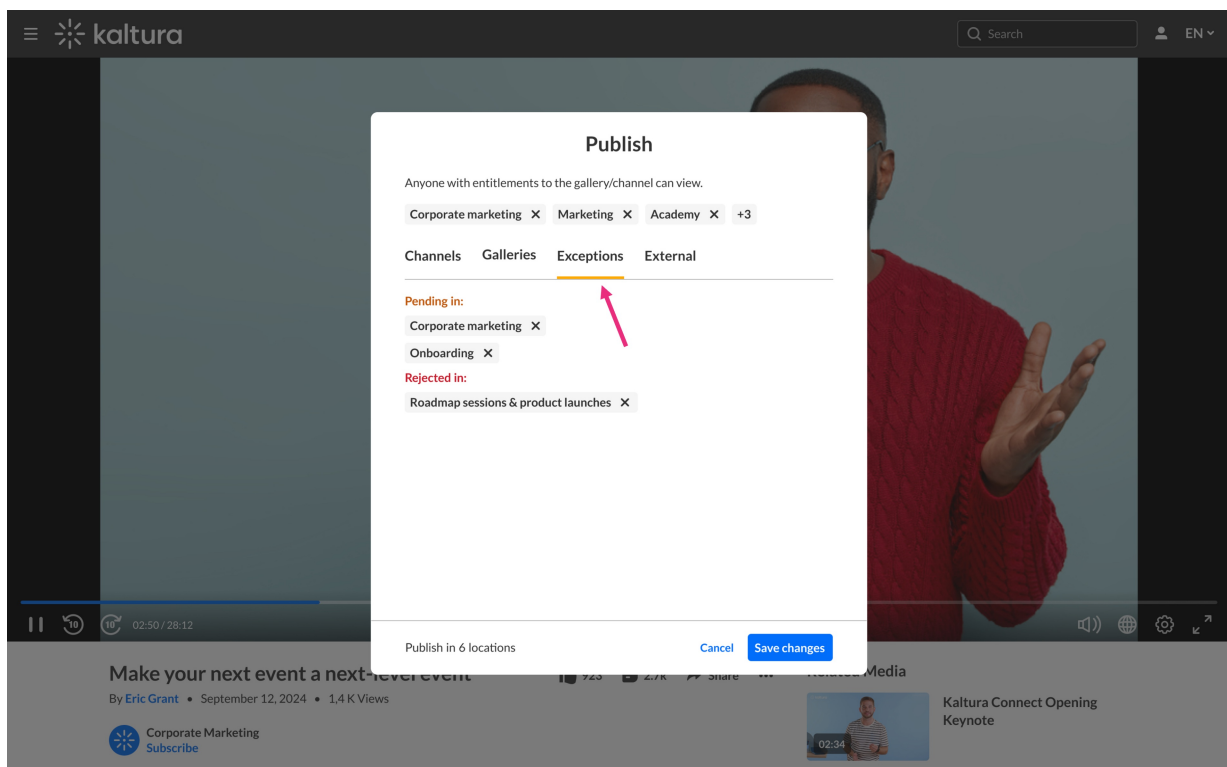
☒ Marketing

Publish in 5 locations

Cancel

Save changes

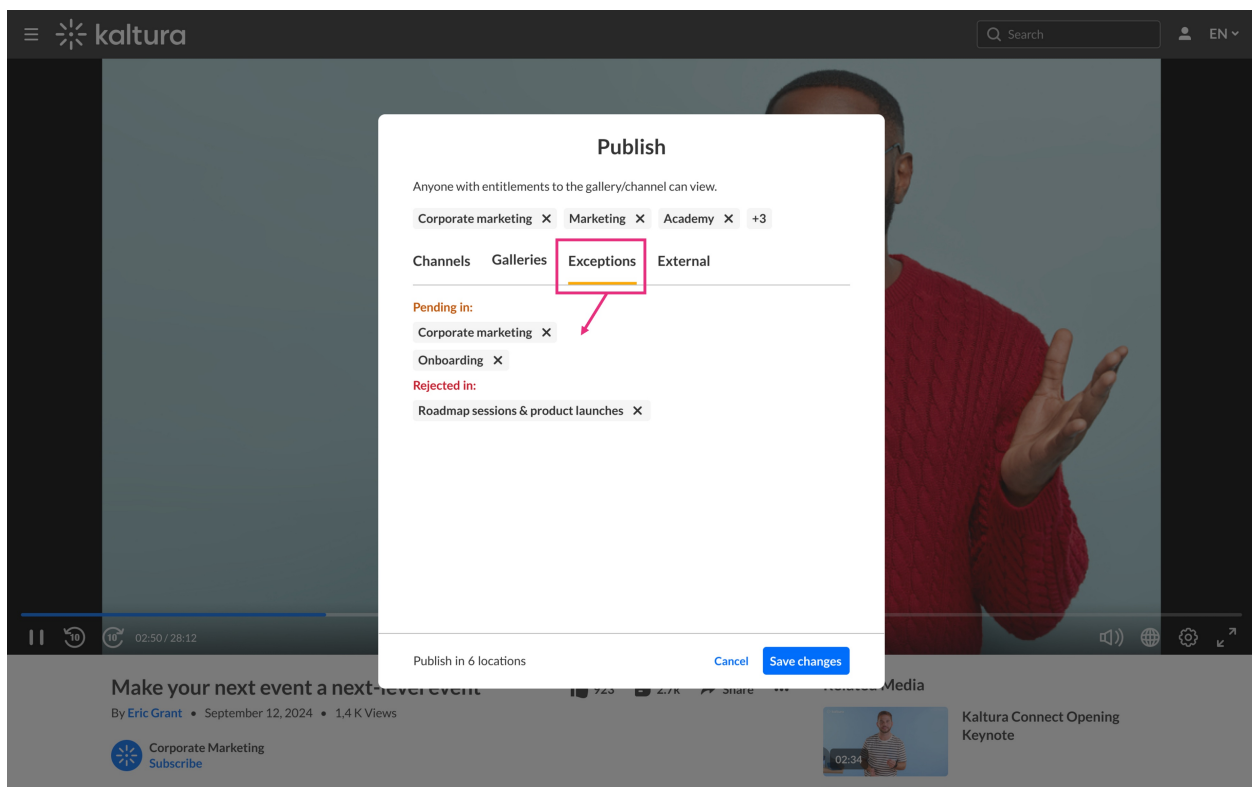
The **Exceptions** tab lists categories where the media is pending moderation or has been rejected.



The Exceptions tab lets you:

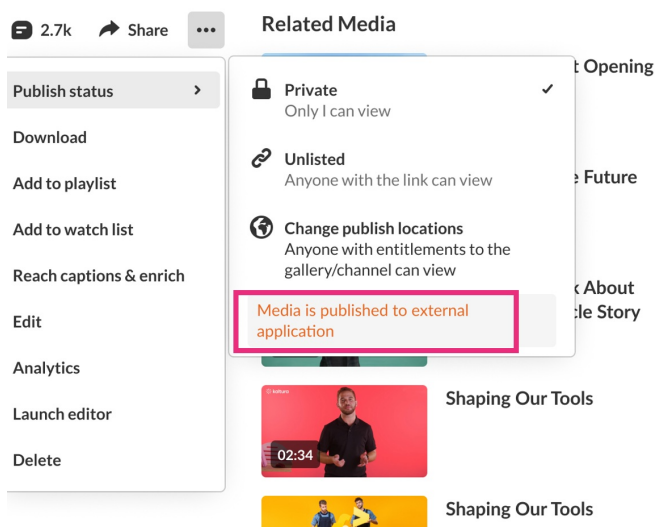
- view pending items
- view rejected items

- remove media from these locations



Manage external publishing

When media is published, pending, or rejected in an external application, an alert displays on the Publish status menu: *Media is published to external application*.



This feature is available only if `showExternalPublish` is enabled in the [Categories module](#).

To view external publishing:

1. Click **Change publish locations**.
2. Open the **External** tab.

The tab lists external applications where the media is published, pending, or rejected.

Publish

Anyone with entitlements to the gallery/channel can view.

Corporate marketing X Marketing X Academy X +3

 Media is published to a private location

Channels Galleries External

 You can unpublish from all applications. [Unpublish now](#)

Published in Canvas:

Biology 101

Marketing for Adults

Rejected in:

Biology 202

Published in Sales Academy KMS:

Biology 101

Marketing for Adults

Rejected in:

Company Townhalls

Publish in 6 locations

[Cancel](#)
[Save changes](#)

Unpublish from all applications

To remove the media from every application, including the current Content Hubs site:

1. Click **Unpublish now**.
2. Confirm by clicking **Unpublish**.

A confirmation message indicates that the media has been unpublished from all applications.

Publish

Anyone with entitlements to the gallery/channel can view.

Corporate marketing X Marketing X Academy X +3

⚠ Media is published to a private location

Channels Galleries **External**

ℹ You can unpublish from all applications. [Unpublish now](#)

Published in Canvas:

Biology 101

Marketing for Adults

Rejected in:

Biology 202

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Marketing for Adults

Rejected in:

Company Townhalls

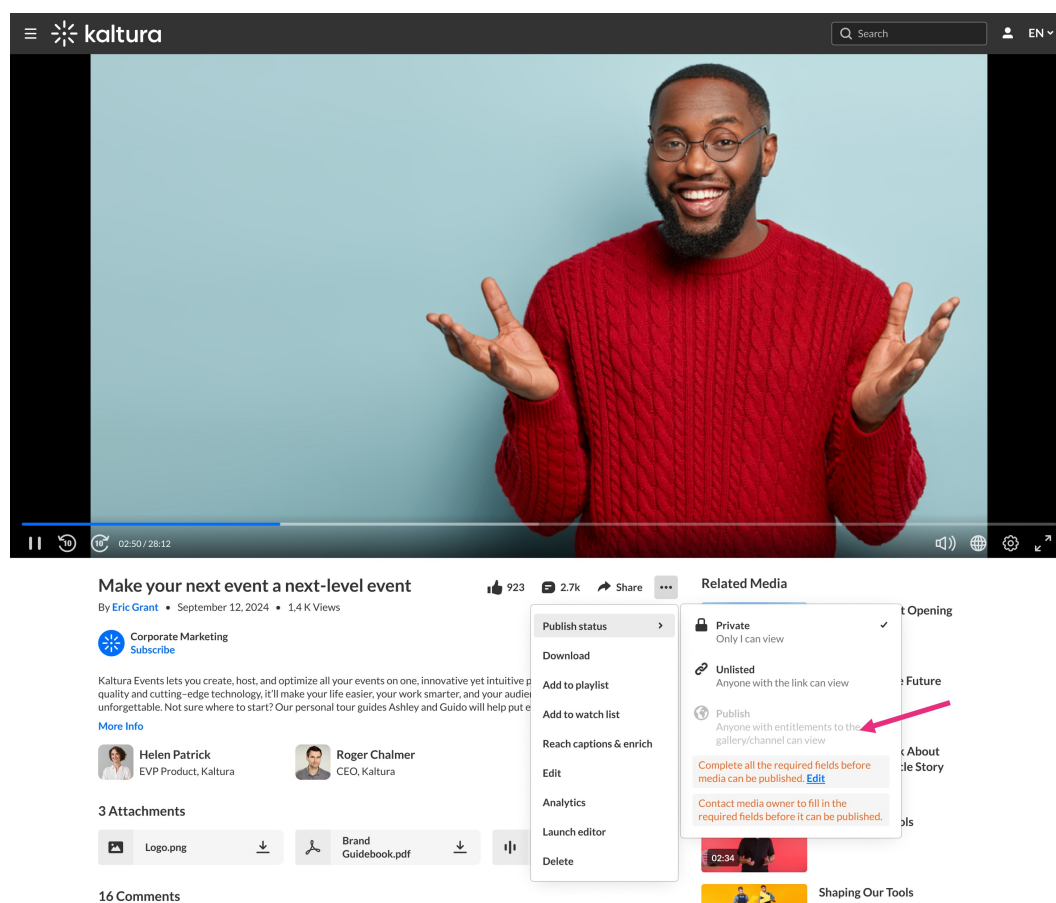
Publish in 6 locations

Cancel

Save changes

Why is Publish unavailable?

The **Publish** button may be unavailable if required information is missing.



Make your next event a next-level event
By [Eric Grant](#) • September 12, 2024 • 1.4 K Views

Corporate Marketing
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Kaltura Events lets you create, host, and optimize all your events on one, innovative yet intuitive platform. With quality and cutting-edge technology, it'll make your life easier, your work smarter, and your audience more engaged. Not sure where to start? Our personal tour guides Ashley and Guido will help put you on the right path.

More Info

Helen Patrick
EVP Product, Kaltura

Roger Chalmer
CEO, Kaltura

3 Attachments

Logo.png Brand Guidebook.pdf

16 Comments

Publish status

- Private: Only I can view
- Unlisted: Anyone with the link can view
- Publish: Anyone with entitlements to the gallery/channel can view** (highlighted with a red arrow)

Complete all the required fields before media can be published. [Edit](#)

Contact media owner to fill in the required fields before it can be published.

Required items can include:

- Required metadata fields (configured in the [Metadata module](#)).
- Required custom metadata fields (configured in the [Customdata module](#)).
- Required captions (if your administrator has enabled this in the [Captions module](#)).

The message displayed depends on the reason publishing is unavailable and on your permissions.

You must complete required fields

- **If you have edit permissions** (owner, co-owner, or co-editor), you'll see: *Complete all the required fields before media can be published.*

Click **Edit** to open the edit page and complete the required information.

- **If you do not have edit permissions** (for example, you are a co-publisher), you'll see: *Contact the media owner to fill in required fields before it can be published.*

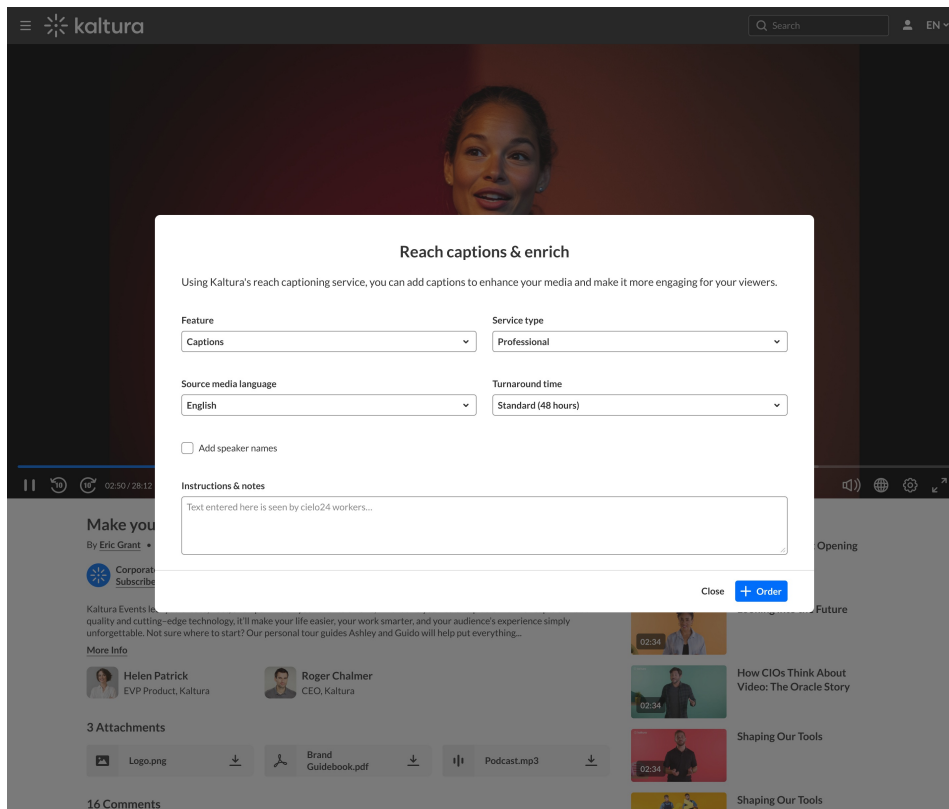
Captions are required

If captions are required but have not been added, you'll see: *Media cannot be published without captions.*

To request captions:

1. Open the **three-dot menu** on the media page.
2. Select **Reach captions & enrich**.
3. Submit the captions request.

For detailed instructions, see [Order captions](#).



While captions are being processed, the media page displays 'Ordering captions in progress'. Publishing becomes available after caption processing is complete.

Unpublish media

To unpublish media, change its publishing status to **Private**.